

## **Scope of Work**

### **Painting on the Embassy Compound**

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Scope Prepared By: Gudmundur Eyjolfsson

### **Work to Comply with Local Codes**

- All work to be in compliance with all local Icelandic Construction, Painting, Electrical Safety Codes and Standards.

### **General Embassy Rules**

- Cell phones and electronic devices are only allowed as necessary to complete the work or maintain normal business activities. Please inform us of your needs so that we can make arrangements for bringing those required items on compound.
- No weapons are allowed on compound.
- All personnel entering the embassy to be clothed in a manner representative of their trade. All workers must have protective clothing providing for full leg and foot coverage.
- Smoking is allowed outside of the buildings only in designated areas.
- Embassy prohibits the use of alcohol and drugs on the premises and will not allow access to anyone suspected of being under the influence of any mind or performance altering substances.
- The Embassy reserves the right to prohibit access to any person.

### **Work Hours / Access to the Embassy**

All work to be performed during the hours of 08:30 to 16:30 Monday thru Friday excepting US and Icelandic holidays. Exceptions by written approval only.

All workers are escorted at all times and screened before entry.

### **Quotations**

- a. All quotations to be provided at the contractors risk. The USG does not pay for quotations, and does not guarantee that a contract (purchase order) will be awarded. Every effort is made by the Embassy to only solicit offers where there is a real possibility of pursuing a project.
- b. Quotations will only be evaluated if they provide either a firm fixed price for a product or service or if they provide for completion of a service under time and materials with an estimate for the materials including a specified material markup rate and a total estimated labor hours with a fixed hourly labor rate.
- c. The contractor is expected to supply all materials, tools and labor required to complete the project in a "turn-key" (fully completed and ready to operate) manner. The quotation must clearly specify if the Embassy is required to provide tools, materials or labor of any kind.

### **Warranty / Guarantee:**

The quotation must clearly state the Warranty period, what is warranted and any warranty conditions.

### **Completion Schedule / Time Frame**

The quotation must clearly state the estimated completion schedule based on the receipt of purchase order or notice to proceed.

### **Award of Contract**

If the Embassy awards work, a Purchase Order will be issued to the lowest cost technically acceptable bid in the form of a firm fixed price or on a time and material basis specifying estimated material cost with material markup rate, estimated labor hours with a set price per labor hour and a fixed not to exceed total cost.

## **Painting Project – Description of Work**

### **Scope of work**

- Use construction tape barriers and signs to clearly identify areas that have wet paint in order to alert people and prevent people from touching or bumping into the wet paint. Mask off, tarp, tape and otherwise protect the surrounding area from dust, paint drips and spills, dirt and debris from the painting activities. The tape, tarps and protective materials are to be clean so as to not cause damage to the Embassy.
- All ladders, tools and safety equipment to be in good operating condition, clean and used in a manner so as to prevent damage to the Embassy floors, walls, floors, carpets etc.
- Where needed, clean old paint, repair plaster or surface, prime, smooth and texture to match existing surfaces.
- Wash walls with detergent if the wall has any sign of dirt, residue, grease, oils or other forms of contamination.
- Prepare and paint specified surfaces in requested colors, 20% gloss finish (see following page), 3 coats. The new color should cover the walls from floor to a line 7 cm. from the ceiling. Radiators on the second floor are to be painted but not radiators on the first and third floor.
- Remove / dispose of any garbage, tape, tarps and debris caused by the painting project in accordance with local regulations for the disposal of items.
- Fully clean all work areas.
- All work should be completed in no more than 10 working days/ 2 weeks.

### **Pricing Schedule**

Price must include all costs relating to the project, such as but not limited to, VAT, tools, materials, disposal and unforeseeable costs.

### **Paint Samples / Color Charts:**

The quotation is to include paint color sample / selection cards to allow the Embassy to choose what color or color scheme to be used in the Embassy. Trim and details may be of a different color than wall paint.

### **Site Visit / Quotation Submission Deadline**

A site visit will be held on November 29<sup>th</sup>. at 10.00. Please e-mail the names of those visiting to: [eyjolfsson@state.gov](mailto:eyjolfsson@state.gov), before noon November 24<sup>th</sup>.

Anyone not specified in that e-mail will not be able to attend the site visit.

Please submit the quotation by 16:00 hours on December 1<sup>st</sup>.2010 in a closed envelope marked: **“CMR paintwork”** at the reception area in the lobby of the US Embassy.

## Specific areas to be painted:

### 1) Chief of mission residence

Area	Room	Room size	Color
Area 1:	1 <sup>st</sup> . floor bathroom	4.03 m <sup>2</sup>	color: Hot love IN-524
	1 <sup>st</sup> . floor small entr. alcoves		color: Grey 5542
	1 <sup>st</sup> . floor alcove near bathr.		color: Grey 5542
	1 <sup>st</sup> . floor opposite mirrors		color: Grey 5542
Area 2:	2 <sup>nd</sup> . floor dining room	38.28 m <sup>2</sup>	color: Terra Cotta S2040-Y80R
	2 <sup>nd</sup> . floor hallw. incl. staircase	29.58 m <sup>2</sup>	color: Pinkish beige 2361
	2 <sup>nd</sup> . floor fireplace	12.65 m <sup>2</sup>	color: Grey 5542
Area 3:	2 <sup>nd</sup> . floor family room	17.6 m <sup>2</sup>	color: Terra Cotta S2040-Y80R
	2 <sup>nd</sup> . floor living room	59.4 m <sup>2</sup>	color: Pinkish beige 2361
Area 4:	3 <sup>rd</sup> . floor two guest bedr., 3 walls	15.18+18 m <sup>2</sup>	color: Cliff U-503
	3 <sup>rd</sup> . floor two guest bedr., 1 wall		Marsh 513
	3 <sup>rd</sup> . floor guest bedr. outer hallway	17.25 m <sup>2</sup>	color: Cliff U-503
	3 <sup>rd</sup> . floor bathroom	6.3 m <sup>2</sup>	color: Marsh 513